
**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

Section: **FS-999-1**

APPENDIX

Definitions

- A. ADEQUATE NOTICE: Written notice that includes the action the agency intends to take, the reason for the action, the right to request a fair hearing, the person to contact for additional information, the availability of continued benefits and liability for such benefits if found ineligible in hearing decision, and the availability of free legal services.

ADVANCE NOTICE: An adequate notice mailed at least 12 days prior to the effective date of the action except when the action is the result of a computer-to-computer match with BEERS or IRS records. In the latter instance, the notice must be mailed at least 30 days prior to the effective date of the action.

ADVERSE ACTION: Determination to close, suspend or reduce benefits.

ALCOHOL & DRUG CENTERS: Treatment or rehabilitation center approved by the state.

ALIEN: An alien is a person who is not a U.S. citizen.

ALLOTMENT: Total amount of food stamps a household is authorized to receive.

APPLICANT: Case Name (Also see Head of Household)

APPLICANT HOUSEHOLD: A household which has not participated for at least one full calendar month.

ASSETS, LIQUID: Anything owned in the form of cash or readily convertible to cash.

ASSETS, NON-LIQUID: Anything owned not readily convertible to cash.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF/PaS Reference

Section: **FS-999-1**

Page 2

APPENDIX

Definitions

AUTHORIZED REPRESENTATIVE: A non-household member who is authorized, in writing by the household, to make an application, receive the allotment or purchase food with the food stamps for the household.

AUTHORIZED TO RECEIVE: An individual has been determined eligible for benefits and has been notified of this determination, even if the benefits have been authorized but not received, authorized but not accessed, suspended or recouped, or not paid because they are less than a minimum amount.

B. **BOARDER:** An individual to whom a household furnishes meals and/or lodging for compensation.

C. **CASE NAME:** The individual in whose name benefits are issued.

CERTIFICATION PERIOD: Length of time for which eligibility is established.

COLLATERAL CONTACTS: A non-household member who provides information about the household's circumstances.

COUPONS: Food Stamps

D. **DATE OF APPLICATION:** The day an application containing the applicant's name and address, signed by either a responsible household member or an authorized representative, is received by the Department.

DEPENDENT: A person who relies on another for support and/or care.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

Section: **FS-999-1**

APPENDIX

Definitions

DISABLED: A household member who:

1. receives disability payments under Social Security or SSI;
2. is a veteran with a non-service connected disability pension;
3. a veteran with a service connected disability which is rated or paid as total;
4. is a surviving spouse of a veteran determined by VA to be house-bound or in need of aid-in-attendance (A&A);
5. is a surviving child of a veteran and considered by VA to be permanently incapable of self-support;
6. is a surviving spouse or child of a veteran and receiving, or approved to receive, VA compensation or pension payments, and would be disabled according to SSA standards;
7. is a recipient of a federal, state, or local public disability pension;
8. is a railroad retirement disability recipient.
9. is an SSI-related Medicaid recipient.

Verification of the above is required.

DOCUMENTATION: Information written in the case file which substantiates the eligibility decision.

DUPLICATE PARTICIPATION: Being a member of more than one food stamp household during the same month.

- E. ELDERLY: A person at least sixty years old. (See also Disabled)

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

TANF or PaS Reference

Section: **FS-999-1**

APPENDIX

Definitions

ELDERLY OR DISABLED: A person who meets either the definition of Elderly or Disabled.

EXPEDITED SERVICE: Processing an application in such time as to assure receipt of the allotment by the fifth calendar day following the date the application was filed.

- F. FOOD AND NUTRITION SERVICES (FNS): The Division of the Department of Agriculture that administers the Food Stamp Program.

FS: Food Stamps

- G. GENERAL ASSISTANCE: Cash or another form of assistance financed by State or local funds as part of a program to cover living expenses or other basic needs.

GOOD CAUSE: Valid reasons for non-compliance with certain program requirements.

- H. HEAD OF HOUSEHOLD: That responsible adult household member selected by all adult members of the household. (See Section FS-111-1 for exception to this definition.)

HIGHER EDUCATION ACT (TITLE IV): A Federal statute establishing financial assistance to students in post-secondary education. Some examples are: PELL Grants, SEOG, Guaranteed Student Loans, and Work Study.

HOME ENERGY ASSISTANCE PROGRAM (HEAP): A Federal program that provides help with winter energy bills for income-eligible persons. Payments are usually made directly to local utility companies or vendors.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

Section: **FS-999-1**
Page 5

APPENDIX

Definitions

HOMELESS INDIVIDUAL: An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:

- (1) a supervised shelter designed to provide temporary accommodations;
- (2) a halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized;
- (3) a temporary accommodation in the residence of another for not more than 90 days; or
- (4) a place not designed for regular sleeping accommodation for human beings.

"Homeless" does not include any individual imprisoned or detained pursuant to a State law.

- I. IDENTIFICATION CARD: Card which identifies the bearer as eligible to receive and use food coupons.

INITIAL MONTH: The first month for which an allotment is issued. For households which previously participated it is the first month following at least one month of non-participation and in the case of migrant farm worker households, 30 days of non-participation.

- L. LIVE-IN ATTENDANT: An individual, usually paid, who is needed for medical, housekeeping or child care reasons. They will not be considered household members for the Food Stamp program.
- M. MASS CHANGES: Certain changes imposed by the Federal or State government which may affect the entire caseload or significant portions thereof. Changes may include such items as annual adjustments to income standards, change in deductions, or cost of living adjustments to AFDC.
- N. MIXED FUNDED HOUSEHOLD: A household which consists of members whose benefits are funded by Federal funds and by State funds.
- O. OVERPAYMENT: When a household receives food stamps to which they are not entitled.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

Section: **FS-999-1**
Page 5a

- P. PROSPECTIVE BUDGETING: Determining eligibility and benefit level on the basis of the best estimate of assets, income, deductible expenses and other circumstances which will exist in the certification period.

**DEPARTMENT OF HUMAN SERVICES
FAMILY INDEPENDENCE
FOOD STAMPS**

AFDC Reference

Section: **FS-999-1**
Page 6

APPENDIX

Definitions

Q. **QUESTIONABLE INFORMATION:** Information which is inconsistent with other information known to or received by the agency.

R. **REDETERMINATION (Recertification):** Periodic re-establishment of eligibility and benefit level.

REFUSAL TO COOPERATE: A household has the ability to cooperate, but clearly demonstrates that it will not take required action, even though it is able to do so.

RESTORATION OF LOST BENEFITS: When a household is granted too few food stamps and the error is caused by the agency, action is taken to restore lost benefits.

S. **SEPARATE HOUSEHOLD:** Individuals sharing common living quarters, but who customarily purchase and prepare meals apart from each other.

SHELTER FOR BATTERED WOMEN AND CHILDREN: A residential facility serving this group.

SHELTER FOR THE HOMELESS: A facility so designated by the municipal agency responsible for the administration of General Assistance.

SPONSORED ALIEN: A legal alien who entered the country based on an "Affidavit of Support" (INS Form I-134) or similar written agreement executed by a sponsor on behalf of the alien.

T. **THRIFTY FOOD PLAN:** The maximum allotment a household can receive. It is based on household size.

TIMELY NOTICE: See Advance Notice

TRAFFICKING: The buying or selling of coupons or other benefit instruments for cash or consideration other than eligible food, seeds and plants; or the exchange of firearms, ammunition, explosives or controlled substances.

V. **VENDOR PAYMENT:** A money payment made on behalf of the household by a third party.